



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUSINESS ENTERPRISE OFFICER II	36	A	7.219
BUSINESS ENTERPRISE OFFICER I	32	B	7.220

SERIES CONCEPT

Incumbents provide training to Business Enterprise Program (BEP) Operators in fiscal, operating, marketing and other management practices and procedures to ensure adherence to program rules. Monitors operators' performance through on-site inspections of facility, observing operations and reviewing reports. Implement corrective action for non-compliance as necessary.

Incumbents develop cost estimates for facility construction, modification and expansion and participate in the planning and designing of new facilities. Monitor and approve installation of equipment to ensure conformance to specifications.

Incumbents assist in the formulation of policy, recommend changes to existing policy and assist in the revision of the Operator's manual.

Incumbents survey public properties for square footage, population, public access, traffic, services available in the area and other factors needing consideration in order to identify suitable sites for the establishment of vending facilities. Prepare feasibility reports on sites including recommending placement of service or the establishment of new facilities.

Incumbents receive, review and analyze fiscal reports submitted by operators to ensure their accuracy, completeness and compliance to program rules and regulations. Assess and notify operator of penalties if warranted.

Incumbents monitor contract and operating agreements including conducting a physical inventory of equipment, goods for sale, operating supplies, etc. to enforce compliance. Renew agreements/contracts or take control of operation if agreement/contract is terminated.

Incumbents assist operators in developing marketing strategies by researching trends and providing market information. Assist in menu pricing and developing an in house printed menu.

Incumbents perform related work as required.

CLASS CONCEPTS

BUSINESS ENTERPRISE OFFICER II

Under direction, Business Enterprise Officer II's perform the full range of duties as described in the series concept. Incumbents typically have responsibility for the management of a statewide program of food service operations run by blind operators. This class is expected to have supervisory responsibility over one or more Business Enterprise Officer I's and assigned clerical staff. This is the second level of the series. It is distinguished from the Business Enterprise Officer I level by its overall responsibility for program implementation and management and its supervisory responsibility.

BUSINESS ENTERPRISE OFFICER I

Under general supervision, Business Enterprise Officer I's perform the full range of duties as described in the series concept. Incumbents are responsible for supervising the operations of vending stands, feeding establishments and similar business enterprises run by blind operators. This is the first level in the two level series. It is the journey level in the series.

MINIMUM QUALIFICATIONS

BUSINESS ENTERPRISE OFFICER II:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in business administration or a related field and two years of previous experience in promoting, managing or assisting in the management of a business enterprise or in job development for severely visually impaired persons, one year of which must have been at a level equivalent to Business Enterprise Officer I; OR

II

Graduation from high school and seven years of experience in promoting, managing or assisting in the management of a business enterprise or in job development for severely visually impaired persons, one year of which must have been at a level equivalent to Business Enterprise Officer I; OR

III

An equivalent combination of education and experience.

MINIMUM QUALIFICATIONS

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of supervisory techniques including selection, training, motivation, establishing work performance standards, employee evaluation, work assignment and review, and discipline.

Skill in motivating others to effective action.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of State and county health regulations. Knowledge of National Sanitation Foundation requirements for equipment construction and facility design. Knowledge of commercial kitchen operations including preparation of entree, portion controls, purchasing, receiving, disbursing, ordering stock, menu planning, etc. Knowledge of Business Enterprise Program rules, regulations, policies and procedures. Knowledge of State fiscal practices and budget management. Knowledge of accounting/bookkeeping practices and procedures. Knowledge of general business, governmental and human resource management principles and practices.

Skill in written English sufficient to compose business correspondence and reports. Skill in basic mathematical computation including addition, subtraction, multiplication and division.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

BUSINESS ENTERPRISE OFFICER I:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in business administration or a related field and one year of previous responsible experience in managing or assisting in the management of a business enterprise or in job development for severely visually impaired persons; OR

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: (Cont.)

II

Graduation from high school and five years of previous responsible experience in managing or assisting in the management of a business enterprise or in job development for severely visually impaired persons; OR

III

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of State and county health regulations. Knowledge of National sanitation Foundation requirements for equipment construction and facility design. Knowledge of commercial kitchen operations including preparation of entree, portion controls, purchasing, receiving, disbursing, ordering stock, menu planning, etc. Knowledge of Business Enterprise Program rules, regulations, policies and procedures. Knowledge of State fiscal practices and budget management.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of accounting/bookkeeping practices and procedures. Knowledge of general business, governmental and human resource management principles and practices.

Skill in written English sufficient to compose business correspondence and reports. Skill in basic mathematical computation including addition, subtraction, multiplication and division.

LICENSE: A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.219</u>	<u>7.220</u>
ESTABLISHED:	10/02/73	05/01/68
REVISED:	07/18/86-3	01/05/73
REVISED:	07/01/93P	10/02/73
REVISED:	09/24/92PC	07/01/93P
		09/24/92PC